



\*\*\*\*\* FOR OFFICE USE ONLY \*\*\*\*\*

1. Business Name: & Contact Name:		A. Received Date & Check No.:  /
2. Business Street Address		3. Telephone
4. City	5. State	6. Zip
7. Select File Types: <input type="checkbox"/> Labels (Peel & Stick) <input type="checkbox"/> Diskette (3.5) <input type="checkbox"/> List (8 1/2 X 11)		B. Amount Received:  C. Balance Due:  D. DSU Job # & Cashiering List #:  /
8. Parameters: <div style="display: flex; justify-content: space-between;"> <span>IN GOOD STANDING</span> <span>ALL</span> </div> (A) License Status (Select 1): <input type="checkbox"/> Active-A,10 <input type="checkbox"/> Inactive-I,10 <input type="checkbox"/> Active/Inactive-X,10 <input type="checkbox"/> Active-A <input type="checkbox"/> Inactive-I <input type="checkbox"/> Active/Inactive-X (B) Minimum Order Requested: <input type="checkbox"/> First 2500 Contractor Records Only   (or) <input type="checkbox"/> Maximum Order Requested (circle one):   2500, 5000, 7500, 10000 (C) 1st Sort Sequence (Not Available on Diskette) - (Select 1): <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> State <input type="checkbox"/> Zip Code (D) 2nd Sort Sequence (Not Available on Diskette) - (Select 1): <input type="checkbox"/> Business Name Order <input type="checkbox"/> License Number Order (E) License Class (Enter the Class <u>Code(s)</u> , <u>Title(s)</u> , or ' <u>All</u> ' for All Classes):   _____ _____ (F) Business Type: <input type="checkbox"/> Corporation <input type="checkbox"/> Joint Venture <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Owner (G) Special Selections (You may Select <b>EX</b> or <b>OL</b> with 1 other Selection below, no other combinations allowable): <input type="checkbox"/> Expiration Date <b>EX</b> or <input type="checkbox"/> Original Issue Date <b>OL</b> (Starting Date - Ending Date):   _____ / _____ / _____ - _____ / _____ / _____ <input type="checkbox"/> County Codes/Names   _____ <input type="checkbox"/> Zip Code/ZC Ranges   _____ <input type="checkbox"/> Northern California <input type="checkbox"/> Southern California <input type="checkbox"/> All In California <input type="checkbox"/> All In United States <input type="checkbox"/> Foreign Countries <input type="checkbox"/> All States out of CA		
9. Diskette Disclaimer/Responsible Party:  If you are requesting a diskette of the Contractors State License Board's (CSLB) licensing information, it will be sent to you as raw data with records that do not have delimited fields. This data is intended to be used as input to common database softwares such as Paradox, dBase, FoxPro, etc., for the creation of reports, labels, and special queries.  You will require additional technical assistance before you are able to use it for your business. The Contractors State License Board does not provide programming or technical support to businesses to develop the specialized processes that often are required of this data. It is important that you understand that the data must be customized or formatted by the technical staff at your business to meet your specific requirements.  By signing below you are accepting the responsibility of processing the diskette(s) and relieving the CSLB of any further responsibility.		
Print or Type Name		Signature      Date

## **GENERAL INFORMATION**

Processing of Lists, Labels, and Diskettes will take a ***minimum of 5 working days*** from the time Data Services receives the order form until the job is complete. Then Data Services will either send the completed job to you or contact the Responsible Party for the balance due (as soon as the balance due is received the job will be sent out).

Submit a check for \$100.00 (List, Labels or 3.5 Diskette) when sending your request (Public Sales Order Form) to: **Contractors State License Board, Attn: Data Services Unit, P.O. Box 26000, Sacramento, CA 95826.** The check is not refundable to cover the minimum costs for set up and will include the first 2,500 Contractor Records. Additional Contractor Records will be at a cost of four (4) cents per record for Lists or Labels and two (2) cents per record for a Diskette. Jobs may vary in size and cost. A Contractor Record will include the License Number, Contractors' Business Name and Address (additional data is included on Lists and Diskettes - **NO TELEPHONE NUMBERS ARE PROVIDED**). If you have any questions, refer them to the Data Services Unit at **(916) 255-3975**.

## **INSTRUCTIONS FOR FILLING OUT FORM - PLEASE TYPE OR PRINT LEGIBLY**

1. Enter your complete Business Name and Contact Name of the person to notify in case of a question on Order Form.
2. Enter only a Street Address, we can not send data via UPS using Post Office Box Numbers.
3. Enter Telephone Number.
4. Enter full City name.
5. Enter State.
6. Enter Zip Code.
7. Check the appropriate box(es) as needed.
8. Check the appropriate box(es) for parameters needed and enter data where needed (**if more space needed, add an attachment page**).

(A) License Status (Select 1) - IN GOOD STANDING means that the Contractors' license is CLEAR with NO suspensions, you may select Active, Inactive, or Both. ALL means that the Contractors' license may have suspensions, revocations and non-renewed licenses, you may select Active, Inactive, or Both.

(B) Minimum/Maximum Order Request - Check the box if you want to request the minimum order or circle either 2500, 5000, 7500 or 10000 if you are requesting large classes but only want to order in increments of 2500.

(C) First Sort Sequence (Select 1) - Select this is you want to sort by County, City, State or Zip Code, it is not required. Sorting is not available on Diskette.

(D) Second Sort Sequence (Select 1) - Select either by Business Name or License Number Order. Sorting is not available on Diskette.

(E) License Class - Enter the Class Code(s) or Title(s) of the Contractors License Class or the word All (if you are requesting all classes).

(F) Business Type - Check the appropriate box only if you want just specific types of businesses.

(G) Special Selections - You may select Expiration Date or Original Issue Date either individually or with another selection as needed (these will print from the date entered to present for the Class requested) - County Codes/Names (enter the Code(s) or Name(s) of the county/counties) - Zip Codes/ZC Ranges (select either specified Zip Code(s) or a range from beginning to ending Zip Code Numbers) - Northern or Southern California (will select only in specified Region) - All in California (will select throughout the state only) - All in United States (will select all California Contractors that have addresses throughout the country) - Foreign Countries (will select all California Contractors that have addresses in Foreign Countries excluding the United States) - All States out of California (will select all California Contractors that have addresses in states other than California).

9. **READ THE DISKETTE DISCLAIMER CAREFULLY.** Print or type the name of the person that is responsible for requesting this order, if you are purchasing a diskette a signature and date are required before the Data Services Unit can process the order.